

**Internship Posting  
Chicago Humanities Festival**

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**Position Title: Program Internship (summer 2018 with the possibility to extend to fall 2018)**

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**Position Description:**

The Chicago Humanities Festival Internship Program welcomes students and graduates to experience the creation and execution of public programs within a nonprofit cultural institution. This internship program will require a commitment of **14-21 hours** a week for **3 to 9 months\***, starting in **June 2018**.

CHF internships are project-based and vary based on the program cycle and needs of the organization. While all intern projects involve inter-departmental collaboration, each intern project has a specific concentration as outlined below.

**\*Note, a 9 month internship is preferred, but a minimum commitment of 3 months is required.**

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Responsibilities will include:

- Creating presenter biographies for the web site
- Researching and creating web links for each Festival program
- Assisting in personalizing and sending CHF letters of agreement
- Communicating with out of town presenters regarding program logistics and technical requirements
- Assisting in preparation of individualized itineraries for Festival presenters, each outlining detailed program information
- Providing logistical support at fall festival and year round programs
- Maintaining and updating presenters' database profiles
- Assisting with research for the Festival programs for the annual Fall Festival, Winter/Spring season, and Spring Festival
- Working closely with the program and production teams to produce selected CHF programs and venues.
- Working closely with other CHF seasonal hires including house managers, stage managers, audio and video producers, and other technical staff before and during the Festival.
- Other duties as assigned

Skills Level:

Candidates should enjoy complex research projects, demonstrate dynamic writing abilities, show initiative, have extensive computer experience, and be able to work in a team environment. Microsoft Excel, Filemaker Pro, and Raiser's Edge experience a plus.

**How to apply:**

Please submit the following by **April 30, 2018**:

Application (available at <http://chicagohumanities.org/about/internships>), cover letter (including how you heard about the internship), resume, brief personal statement, and two references

Please limit your personal statement to 500 words.

Internship Program

Email: [internship@chicagohumanities.org](mailto:internship@chicagohumanities.org)

Fax: 312.661.1018

Post: Internship Director, 500 N Dearborn, Suite 825, Chicago IL 60654

***About the Chicago Humanities Festival***

At Chicago Humanities Festival, we believe that humanity thrives when people gather, connect and open themselves to ideas that go beyond their individual experience. That's why for almost 30 years, CHF has been curating live events that allow audiences to connect with thinkers-both established and emerging and see the world differently. Under the leadership of Executive Director Phillip Bahar and Marilyn Thoma Artistic Director Alison Cuddy, CHF is one of Chicago's most vibrant civic institutions. Join us and celebrate the social life of ideas.

Visit [chicagohumanities.org](http://chicagohumanities.org) for more information.

*The Chicago Humanities Festival is an Equal Opportunity Employer.*